



REPORT
OF
CO-OPERATION COMMITTEE.

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Several meetings of the co-operation committee were held in October, 1887, and various plans of work were proposed but the pressure of regular library duties upon all the members has prevented much being done on those lines. The code of rules prepared for the Columbia College Library by Mr. Dewey and printed in No. 2 of *Library Notes*, and later in a separate volume, was submitted to the committee for discussion and criticism. The committee found that they embodied several new features; they were prepared for a subject and author, not a dictionary catalogue; were intermediate in fulness between the brief A. L. A. rules and the more complete rules of Mr. Cutter; they were adapted for a card catalogue instead of a printed catalogue, and contained the very valuable feature of a complete line of sample cards, showing the indention and arrangement of matter in a written card catalogue. At the suggestion of the committee several alterations were made and as finally printed the committee were agreed to recommend that they be approved by the association except as they differed from the previous recommendations of the A. L. A. The committee adhered to the old rules with the exception of that relating to the entry of societies, where they prefer the new rule and recommend the adoption by the A. L. A. It corresponds to the fifth plan recommended as the best by Mr. Cutter in § 40 of his rules.

The committee have also considered the question of alphabetizing referred to them by the last conference and re-

port a code of rules based largely on those of Mr. Cutter. They have considered carefully the points made by Mr. Edwards in his paper of 1887 and have incorporated such suggestions as seem to them wise. These rules as submitted cover only the question of alphabetizing the headings, leaving for future work the arrangement of titles under the main heading. This covers practically the ground of Mr. Cutter's rules, § 169-185.

In regard to the order of the German umlauts they find that the predominance of German usage is to omit the e both in spelling and arrangement and they accordingly recommend this. When two names are spelled exactly alike except for the umlaut the modified letter is placed after the other. By this arrangement the Müllers will be all together and will follow immediately the Mullers, who will also be together. This seems to be a fair middle ground, meeting the most serious objections raised at the last conference and being in the line of philological progress. As a record of German usage a few of the authorities consulted are now referred to.

Among the dictionaries Adler, Hilpert, Sanders and Grimm all write the umlaut, ä, ö, ü, and arrange like a, o, u; if two words are otherwise alike a is placed before ä.

Among biographical names Brockhaus, Allgemeine, Deutsche Biographie, and Bornmüller arrange first all Muller, then all Müllers and the same with similar names like Murch, Mürch; Moller, Möller; Moser, Möser, etc.

Heinsius uses both ä and æ, but arranges both together like a and u. Names that are spelled alike are arranged by the forename.

Rosen, Jul.

Rösen, K.

Rosen, Kathinka.

Arrange all entries, either English or foreign in order of English alphabet. — (CUTTER, § 169.)

Disregard all special marks and arrange the German umlants ä, ö, ü, the Spanish ñ, the Danish o and with the English a, o, u and n unless the two words are otherwise exactly alike, when these specially marked letters should follow the others.

Follow the general principle “nothing before something;” regard the space between words as “nothing” and arrange sentence word by word.

Art and culture.

Art journal.

Art thoughts.

Artesian wells.

Arthur.

Articles of religion.

Arts of the middle ages.

Disregard all grammatical distinctions as noun or adjective, possessive and plurals, common and proper nouns and arrange strictly alphabetically. — (CUTTER, § 177.)

Bride of Lammermoor.

Bridekirk Font.

Bridel, Louis.

Brides and bridals.

Bride's choice.

Arrange headings of several kinds in the following order: person, place, title, subject (except person or place). Person and place as subject follow person and place as author respectively. — (CUTTER, § 170.)

Christian names, used as headings, precede surnames, precedence being given in this order:

Saints.

Popes.

This varies from { Sovereigns, (Emperors and Kings)
Cutter's rules { Princes and noblemen.
Others.

Group sovereigns alphabetically by countries and arrange numerically under the country. Arrange “others” by the most significant part of the epithet or patronymic used to distinguish them and disregard such words as *of, de, the, abbot of, &c.* — (CUTTER, § 171, 172.)

Thomas Aquinas, saint.

“ a Becket, saint.

Thomas Plantagenet, prince.

Thomas de Celano.

“ of Erceldoune.

“ a Kempis.

“ Magister.

“ de Marleberge.

“ the Rhymer.

Thomas, Abel C.

Henry 2, king of England

“ 8, “ “ “

“ 4, “ “ France

“ 3, emperor of Germany.

Henry, count of Nassau,

“ the Navigator, prince of Portugal.

“ Plantagenet.

Henry, archdeacon of Huntingdon

“ The Minstrel

Henry Alexander.

Arrange Greek and Latin personal names by their patronymics or other appellatives.— (CUTTER, § 178.)

Arrange all abbreviations as if spelled in full: M', Mc, S:, St., Ste., Dr., Mr., Mrs., Messrs., M., Mme., Mlle., &c., as Mac, Sanctus, Saint, Sainte, Doctor, Mister, Mistress, Messieurs, Monsieur, Madame, Mademoiselle, &c. Treat numerals as abbreviations of the form written out in letters.— (CUTTER, § 173, 185.)

Arrange all personal names compounded with *prefixes* as single words. — (CUTTER, § 179.)

Arrange compound personal names after the first name and before the next longer word. These names may or may not be connected by a hyphen; regard in alphabetizing all minor words used in compounding these names as *of*, *de*, *von*, *e*, *and*, *ab*, &c. — (CUTTER, § 180.)

Arrange a nobleman's title, or the name of a bishop's see among the personal names exactly like a surname. — (CUTTER, § 176.)

Arrange by fore-names, where the sur-name is the same; sur-names used alone precede the same names with fore-names; initials of fore-names precede fully-written fore-names beginning with the same letter. — (CUTTER, § 174.)

When fore-names are the same arrange chronologically by date of death. — (CUTTER, § 175.)

Arrange pseudonyms after the corresponding real personal name. — (CUTTER, § 184.)

Arrange compound names, names of societies and titles as separate words, and take account of every word except initial article. — (CUTTER, § 181, 182, 183, 187.)

